

Emergency Relocation Plan



Office of the State Fire Marshal

RCW 59.18.060 requires residential property owners to provide written notification to tenants about fire protection and building safety, including whether the building has an Emergency Relocation Plan, and, if so, provide a copy to the occupants. An Emergency Relocation Plan is: the relocation of displaced persons due to an unforeseen emergency.

Building Owners or Managers: Following is information to be considered when preparing an Emergency Relocation Plan.

1. **Off Site Sheltering** –List sites below that have been identified from a building or site that is open to the public and is within walking distance of the facility. The owner or other appropriate person should be contacted to determine its availability for possible sheltering. In the event that a disaster would strike a large area surrounding the facility, a secondary site should also be identified.

Primary Sheltering Site	
Facility Name	
Address	
Contact Information	
Secondary Sheltering Site	
Facility Name	
Address	
Contact Information	

2. **Transportation** -- In the event that the sheltering location is far enough away to require transportation. A plan for transportation should also be determined as checked below:

- ☐ By the use of busses
- ☐ Staff
- ☐ Tenant's personal vehicle
- ☐ Neighbors
- ☐ Volunteers
- ☐ Other _____

3. **Permanent Relocation** – Tenants may stay in close contact with the Building Manager to learn about options for new housing. Options may include:

- Other vacant apartments within the complex.
- Another apartment complex within close proximity.
- A local Apartment Owners Association that can help.
- The Local Chapter of the American Red Cross.

Resource -- American Red Cross: The Red Cross maintains agreements with community centers, schools and other locations to use as sheltering facilities in case of emergency sheltering needs.

What does the American Red Cross do in disasters, including fires?

- Provides emergency shelter, food, and mental health services.
- Provides basic assistance, e.g., groceries, new clothing, temporary housing, medicines, emergency home repairs, transportation and basic household items.
- Helps with long-term recovery when other resources, i.e., insurance benefits and government assistance, are not available or are inadequate to meet disaster-caused needs.
- Serves as an information and referral source to help those affected obtain other resources.
- Emergency communication between victims and family members located outside the disaster area.